



**Project Closing Questionnaire
For**



Project Closing Questionnaire

PURPOSE: The purpose of this questionnaire is to gather your feedback on what aspects of your project were performed well, what areas of improvement we need to consider for the next project and any other comments or suggestions you would like to provide.

Submit Questions and Project Closure Reports to: wwot.epmo@wv.gov

1 Project Management and Communication

1. Were the objectives for this project clearly defined?

- _____ Very
- _____ Somewhat
- _____ Not very
- _____ Not at all
- _____ Does not apply

2. Did you feel there was strong management support for this project?

- _____ Very
- _____ Somewhat
- _____ Not very
- _____ Not at all
- _____ Does not apply

3. Was your project role and responsibilities clearly defined?

- _____ Very
- _____ Somewhat
- _____ Not very
- _____ Not at all
- _____ Does not apply

4. Were you able to adequately participate in project decisions?

- _____ Very
- _____ Somewhat
- _____ Not very
- _____ Not at all
- _____ Does not apply

5. Has there been adequate cross-functional participation among the project?

- _____ Very
- _____ Somewhat
- _____ Not very
- _____ Not at all
- _____ Does not apply

6. Were project meetings run efficiently and effectively?

- _____ Very
- _____ Somewhat
- _____ Not very
- _____ Not at all
- _____ Does not apply



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7. Were technical meetings run efficiently and effectively?

- _____ Very
_____ Somewhat
_____ Not very
_____ Not at all
_____ Does not apply

8. Did you feel appreciated, recognized and rewarded for your efforts?

- _____ Very
_____ Somewhat
_____ Not very
_____ Not at all
_____ Does not apply

9. Have any "people issues" impacted the project in any way?

- _____ Very
_____ Somewhat
_____ Not very
_____ Not at all
_____ Does not apply

10. Did you encounter any communication, organization, or structural problems on this project? If so, how could they be avoided in the future?



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2 Schedule Estimation

1. To what degree did you feel the entire team was committed to the project schedule?

_____ Very

_____ Somewhat

_____ Not very

_____ Not at all

_____ Does not apply

2. I was diverted to work on another project full-time _____ . If yes, please provide:

- Project: Amount of time diverted for:
- Impact on your project work:

3. I overestimated the amount of time I would have each week to work on this project _____ . If yes, please provide:

- The work that interfered with this project was
- The amount of time per week it took up was
- Impact: calendar schedule slip of _____ days _____ weeks _____ months

4. My initial schedule did not include some pieces of technical design or coding work that I subsequently realized I had to do _____.
If yes, please:

- Describe briefly:
- Impact: additional hours of work:

5. My initial schedule did not take into account certain project "other" work such as attending other people's design reviews, doing two rounds of my own design reviews, etc. _____ . If yes, please:

- Describe:
- Impact: calendar slip to my work of: _____ days _____ weeks _____ month

6. My estimates for particular tasks were not accurate _____ . If yes, please provide:

- Describe: type of task, how "off" the estimate was (days, weeks)
- Why was it difficult to estimate?
- What would help get better estimates next time?



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7. I unexpectedly had to re-do some work . If yes, please:
- Describe: (Did a change in the system design force you to redesign? Was there a spec misunderstanding, etc.?)
 - Impact on your schedule:
 - What could have helped prevent the problem?
8. Knowing what you know now, how could the scheduling/estimating process be performed differently next time to avoid any of the problems noted above?
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3 Design, Development and Test Processes

1. How effective was our architecture/system design process in phase 2 and 3?

_____ Very
_____ Somewhat
_____ Not very
_____ Not at all
_____ Does not apply

Comments:

2. How effective were our functional specs to meeting your project deliverables?

_____ Very
_____ Somewhat
_____ Not very
_____ Not at all
_____ Does not apply

Comments:

3. How effective were our design (or implementation) specs to meeting your project deliverables?

_____ Very
_____ Somewhat
_____ Not very
_____ Not at all
_____ Does not apply

Comments:

4. How effective were our design reviews?

_____ Very
_____ Somewhat
_____ Not very
_____ Not at all
_____ Does not apply

Comments:



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5. How effective were our code reviews or hardware reviews?

- _____ Very
_____ Somewhat
_____ Not very
_____ Not at all
_____ Does not apply

Comments:

6. How well were interfaces defined?

- _____ Very
_____ Somewhat
_____ Not very
_____ Not at all
_____ Does not apply

Comments:

7. How well were design and interface decisions documented?

- _____ Very
_____ Somewhat
_____ Not very
_____ Not at all
_____ Does not apply

Comments:

8. How effective has interaction/cooperation between technical "Sub-teams" been?

- _____ Very
_____ Somewhat
_____ Not very
_____ Not at all
_____ Does not apply

Comments:

9. Do you believe that the development process was hindered in any way during this project? If so, how?

10. Is there anything you would change about our current development process?



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11. What more would you like to learn about our process for this type of project in the future?

12. How useful was your unit testing?

- ☐ Very
☐ Somewhat
☐ Not very
☐ Not at all
☐ Does not apply

Comments:

13. Did you take unit testing into account in your schedule?

14. Do you feel Integration has been performed smoothly?

- ☐ Very
☐ Somewhat
☐ Not very
☐ Not at all
☐ Does not apply

Comments (why or why not?):

15. Do you feel that integration testing was comprehensive enough?

- ☐ Very
☐ Somewhat
☐ Not very
☐ Not at all
☐ Does not apply

Comments:



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4 Implementation and Deployment

1. Do you believe that the implementation/deployment process was effective for this project? If not, please explain.
2. Is there anything you would change about the way that Implementation or Deployment was conducted for your project?

Closing/Lessons Learned

Do you have any lessons learned or any final thoughts on the project as a whole that we could use to implement future projects?